

Guidelines for the Blood Transfusion Services

4.5: Labelling

<http://www.transfusionguidelines.org/red-book/chapter-4-premises-and-quality-assurance-at-blood-donor-sessions/4-5-labelling>

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Session staff must ensure that a set of labels with a unique number is assigned to each donation and that the same unique number appears on the donor session record, the collection pack(s) and the sample tubes from the same donor to allow full traceability.

The working practice should be designed to minimise the risk of error including crossover. The blood or component bags and corresponding samples must not be removed from the donor area until a satisfactory check on correct labelling has been carried out. It is recommended that each donor area has its own individual facilities for the handling of samples during donation and labelling.

Packs, sample tubes and the donor session record must never be relabelled. Unused sets of numbers must be accounted for. Labels which have been discarded must not be retrieved.

Labels must comply with relevant regulations, ideally machine as well as eye-readable, and allow a system of complete traceability to all donor and donation information held by the blood service.